

**JANITORIAL SERVICES
“WALK-THROUGH” NOTES**

First Floor

134 Entry _____

Common Area

100 Atrium _____

103 Reception/
Vehicle Insp. _____

110 Public Men's
Restroom _____

111 Public
Women's
Restroom _____

Water
Fountains _____

Elevators (2) _____

Staircase _____

143 Stairwell B _____

144 Stairwell A _____

County Clerk

101 Public _____
Waiting Area _____

102 Automobile _____
Division _____

102A File Area

102B Work Area _____

102C Front Counter _____

102D Corridor _____

104 Office _____

105 Storage

106 Restroom _____

107 Staff _____
Breakroom _____

108 Office _____

109-112 to 136 HEALTH DEPARTMENT – DO NOT CLEAN

Fiscal Court Meeting Room

137 Conference Room _____

138 Audio/ Visual _____

139 Storage _____

140 Elevator Room _____

141 Telephone Room _____

142 Multi-purpose Room _____

145 *Custodial Supply*

146 *Janitorial Closet*

Second Floor

Common Area

200 Atrium _____

201 Custodial Office

202 Storage

209 Men's Public _____
Restroom _____

210 Women's _____
Public _____
Restroom _____

Elevators (2) _____

Staircase _____

246 Stairwell B _____
247 Stairwell A _____

County Clerk

203 Storage

204 Deeds/Records _____

205A Voting _____

205 Voter Reg. _____
Marriage Lic. _____

206 *Record Room*

207 Restroom _____

208 *County Records*

Human Resources/Assistance Program

212 Conference Room _____

213 Office _____

214 Work Area _____

215 Director's Office _____

***Sheriff's Office (see notation at the end of this section)**

211 *Storage*

216 Waiting Area _____

217 Tax Collection _____

218	Finance Director	<hr/> <hr/>
219	Multi-purpose Room	<hr/> <hr/>
220	Chief Deputy	<hr/> <hr/>
221	Conference	<hr/> <hr/>
222	Sheriff's Office	<hr/> <hr/>
223	Sergeant's Office	<hr/> <hr/>
224	Deputy Room	<hr/> <hr/>
224A	Staff Area	<hr/> <hr/>
225	Lieutenant Office	<hr/> <hr/>
226	Vestibule	<hr/> <hr/>
227	Restroom	<hr/> <hr/>
228	Shower	<hr/> <hr/>

229 Restroom _____

230 Interview
Room _____

231 Holding
Cell _____

232 Holding
Room _____

***Sheriff's Office** will not be on cleaning schedule on a regular basis until sometime after the first of the year. Cleaning cost will be negotiated at that time.

Human Services

233 Office _____

234 Director's
Office _____

Housing

235 Waiting
Area _____

236 *Janitorial Closet*

237 *Phone/Data/I.T. Room*

238	Conference Room	
239	Reception/ Work Area	
240	Storage	
241	Specialist Office	
242	Specialist Office	
243	Specialist Office	
244	Inspector Office	
245	Director Office	

248	Driver's License	Not on current cleaning schedule
248A	Driver's License	Not on current cleaning schedule

Third Floor

Common Area

300 Lobby _____

Elevators _____

327 Men's Public _____
Restroom _____

328 Women's _____
Public _____
Restroom _____

350 Stairwell B _____

351 Stairwell A _____

JUDGE EXECUTIVE/COMMISSIONERS

301 Administration _____
Assistant _____

302 *Supply Room*

303 Conference _____
Room _____

304 EPA _____
President _____

305 Fiscal Court _____
Clerk _____

306 County _____
Administrator _____

- 307 County Judge _____
Executive _____
- 308 CJE _____
Restroom _____
- 309 Conference _____
Room _____
- 310 Director of _____
Administration _____
- 311 Administrative _____
Analyst _____
- 312 File/Work _____

- 313 Restroom _____

- 314 Commissioner _____
Office _____

I.T. *Do not clean per Director*

Tax

- 318 Conference _____
Room _____
- 319 Waiting _____
Area _____

320 Work _____
Area _____

321 Manager's _____
Office _____

Fiscal Affairs

322 Work _____
Area _____

322A File Area

323 Treasurer's _____
Office _____

324 Closet/Safe

325 Assistant _____
Director Off. _____

326 Director's _____
Office _____

PVA

329 Waiting _____
Area _____

330 Work _____
Area _____

331 Electrical Room

332 Supplies

333 Map Room _____

333A Files

334 Administrator's Office _____

335 Chief Deputy's Office _____

336 Work Area _____

337 Conference Room _____

338 Misc. Storage

Lounge/Breakroom

339 Lounge Breakroom _____

340 Men's Restroom _____

341 Women's Restroom _____

Planning and Zoning

342 Conference Room _____

343 Waiting Area _____

344 *Custodial Supply*
345 *Phone/Data/I.T. Storage*

346 Counter _____
Work Area _____

347 *Record Storage*

348 Work _____
Area _____

348A *File Area*

349 Director's Office _____
